

CFT/PRG MBE PARTICIPATION EVALUATION FORM

Contract# _____ Description _____

The following criteria have been reviewed:

	YES	NO
(1) The extent to which direct solicitation, subcontracting, race-neutral measures, or a combination will most likely result in maximum MBE participation.	<input type="checkbox"/>	<input type="checkbox"/>
(2) Are MBEs and small businesses available to perform contracts at the prime contract level? Do enough MBEs exist at the prime contractor level to reasonably assure maximum opportunities for MBEs to compete for and potentially obtain the contract at that level?	<input type="checkbox"/>	<input type="checkbox"/>
(3) Are MBE subcontracting opportunities feasible?	<input type="checkbox"/>	<input type="checkbox"/>
(4) Does the base of potentially available MBEs for the work components of the contract make the MBE subcontract goals attainable? (a) MBE base of providers for each work component (b) Geographical proximity of MBEs to the work location	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
(5) Does the number of small businesses (as defined in COMAR 21.01.02.01B(80)) warrant designating the procurement as a small business preference procurement under COMAR 21.11.01? (DGS Procurements only.)	<input type="checkbox"/>	<input type="checkbox"/>
(6) Are the evaluation factors (when the solicitation is by competitive sealed proposals) designed to ensure that they do not unreasonably limit or inhibit participation by small businesses, including MBEs? Should the solicitation include the economic-benefits evaluation factor under COMAR 21.05.03.03A(3)?	<input type="checkbox"/>	<input type="checkbox"/>

- (7) Are the structure, specifications, and requirements of the solicitation designed to ensure that they do not unreasonably limit or inhibit participation by small businesses, including MBEs?
Inhibiting factors may include unnecessary or prohibitive bonding requirements, restrictive specifications, unnecessary or unreasonable performance parameters, and unnecessary or unreasonable experience requirements. General policies for developing specifications are set forth in COMAR 21.04.01.
- (8) Is it feasible to divide a complex procurement into separate procurements consistent with MBE and small business capacity?
- (9) *Sole-source contracts*: Are there work components that can reasonably be subcontracted to MBEs and other small businesses?
- (10) *Renewal options*: What are the benefits of exercising the option versus re-competing the contract? Consider such factors as past performance, potential for cost reduction, and current opportunities for small business or MBE participation.

YES	NO

Comments: _____
